

iWASH - Entering a Cash Sale/Editing a Sale

Entering Cash Sales

Introduction

One of the two normal method of operation of the iSTYLE system is for a CASH SALE. This is where the sale is NOT associated with a customer in the database. It would be expected that every one that purchases a service will be entered into the database, so CASH SALES will be normal walk-in products sales. However all products and services are available in the CASH SALES system so it is your choice.

Procedure - Cash Sale

Select CASH SALE from the Current Jobs Screen.

This will start the POS in Cash Sale mode (not expecting a customer to be attached).

Select your Name.

Select the products to be sold.

You can select products from different screen and combine them in any order.

Check the order.

Press SAVE.

Enter the amount Tended.

Press Cash (DONE).

The draw will open and the receipt will print.

Make the change and Press OK.

The system reverts to the Current Jobs Screen.

Notes

- In a Cash Sale the system will not allow you to Pay Later since there is no Customer attached for it to be displayed on the Current Jobs Screen.
- Cash Sales are completed as soon as the sale is paid for, they do not required Departing.
- Cash Sales cannot be updated like other sales since they are completed immediately.

Editing Sales

Introduction

There are times when a mistake in a sale is not instantly noticed. Therefore you will need to make changes to the data after the event. Since this imposes a security risk, only trusted users (those that can login to the Back Office) can make these changes.

Procedure - Edit Sales (including Payment Types)

Use your login and password to gain access to the Back Office area.

Select Order Journal from the Reports Menu.

Select the correct Date Range the order appears in. (If you know enough about the order to select some of the other filter options then do so, it will speed up the process of finding the order).

On the Order Journal there are 2 links.

The left Hand link will display a Receipt which can't be changed.

The right Hand Link [Edit] will allow you to make the changes.

When you click on [Edit] the system loads the order in the POS system. You can now make changes the same way you would in the POS normally.

To delete an item select it on the docket then click the Delete Button. " X "

To add items just select them as you normally would.

When complete click Save and follow the normal Payment procedure.

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